



## Governor's Office of Storm Recovery

ANDREW M. CUOMO  
Governor

**Title:** Senior Program Manager

**Department:** Community Reconstruction, Infrastructure and Rebuild By Design: Living with the Bay

**Location:** New York City

### Organization Summary

Established in June 2013 following the occurrence of Hurricane Irene, Tropical Storm Lee, and Superstorm Sandy, the Governor's Office of Storm Recovery (GOSR) centralizes recovery and rebuilding efforts in impacted areas of New York State. GOSR aims to address communities' most urgent needs, while encouraging the identification of innovative and enduring solutions to strengthen the State's infrastructure and critical systems. Operating under the umbrella of New York Rising, GOSR utilizes approximately \$4.4 billion in flexible funding made available by the U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) program to concentrate aid to four main areas—Housing Recovery, Small Business, Community Reconstruction and Infrastructure.

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### Position Summary

The Senior Program Manager manages the implementation of public facilities and public infrastructure projects within the Community Reconstruction, Infrastructure and Rebuild By Design programs. The Senior Program Manager will work closely with program senior staff, State and consulting planning experts, and local, State, and Federal officials.

### Responsibilities include but are not limited to:

- Managing the implementation of public infrastructure and facilities projects through:
  - Developing project schedules and working with local-government, non-profit, and state agency subrecipients to ensure that project schedules are maintained.
  - Reviewing project deliverables and hold subrecipients accountable to deliverable deadlines.
  - Assisting in the review of subrecipient procurement materials and other records.
  - Reviewing key program documents which include but are not limited to project pre-applications, applications for funding, subrecipient agreements, and amendments to agreements.
  - Reviewing and approving subrecipient requests for payment.
- Managing project coordination consultants and leveraging consultant resources to help ensure that all Community Reconstruction projects are implemented in compliance with State and Federal rules and GOSR requirements.
- Providing technical assistance to subrecipients as necessary.
- Coordinating with GOSR support teams and programs, including infrastructure, finance, legal, policy, monitoring and compliance, diversity and civil rights, and procurement and contract administration.

- Briefing GOSR senior and executive staff on project and program status as necessary.
- Coordinating public engagement events during the implementation process as necessary and keep Planning Committees and the general public updates on program progress.
- Providing technical assistance to grassroots Community Reconstruction planning committees
- Working closely with program staff to manage consultants.
- Solving problems and adapt to changing circumstances to ensure program success.
- Liaising with the Dormitory Authority of the State of New York (DASNY) and other state agencies to assure the successful completion of projects.
- Initiating and support inter-agency and intergovernmental dialogue to support program implementation.
- For Senior Program Manager, supervising the work of administrative assistants and junior Community Reconstruction team members.

### Qualifications

- Bachelor's degree and three years of professional work experience in community development, government, public policy, urban planning, or other relevant field
- Exceptional written and oral communication skills, including public speaking
- Deep understanding of local, State, and Federal political and regulatory landscape
- Demonstrated experience building relationships with key stakeholder groups, with a strong preference for this experience within assigned region
- Strong interpersonal skills and the desire to work both collaboratively and independently
- Ability to think creatively and manage multiple projects in fast-paced, deadline-driven environment
- Strong computer skills: Internet-research experience and knowledge of Word, Excel, and PowerPoint

### If interested:

All candidates must submit a resume, and letter of interest. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.